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Minutes 12/10/2012

Arlington Cultural Council

Minutes of December 10, 2012 Meeting

Robbins Library, 4th Floor Conference Room, 7:30 p.m.

Present: Margaret (Margo) Barrett, Eliza Burden, Joe Burns, Wendy Glaas, Becky Holmes-Farley, Maggie Husak, Margaret Moore, Scott Samenfild and Martha Sheehan

Absent: Karin Blum, Kurt Fusaris, Stephanie Marlin-Curiel

At 7:30 p.m. the meeting was called to order.

ITEM 1 Approval of October and November Minutes

The October Minutes were reviewed and APPROVED unanimously.

The November Minutes were reviewed and APPROVED unanimously.

ITEM 2 Requests for Payment and Report on Outstanding Grants

RFPs: Eliza reported that there were four requests for payment in the mailbox this month and they have been passed onto the Treasurer: 2012-01 Arlington Enrichment Collaborative (\$600), 2012-07 Old Schwamb Mill (\$600), 2012-14 Delvena Theater (\$395), 2012-15 Mark Sandman (\$349)

Outstanding Grants

- 2012-06 EcoFest Rain Garden Signage. Eliza reported that the group reports having had some difficulty finding a good manufacturer for the signs, but they recently located a manufacturer and will order their signs in the near future. However, fortuitously, the cost of the signs will be less than they had estimated. Eliza relayed their request to be permitted to use the excess funds to purchase signs for two additional rain gardens being planned.

A discussion followed, as well as a Motion that they be approved to use their excess funds to purchase additional signage. The Motion was seconded and APPROVED unanimously.

- 2012-09 Cantilena, Inc. An American Christmas CD Eliza reported that they held a successful CD release party on December 2nd which she attended. She says that they will likely be submitting their Request for Payment in the near future.

- 2012-10 Writing it Down #5, Center for Cancer Support and Education, Becky reported that Angelika Festa and several writers that are part of this project held a public reading and discussion of their work in progress at the Mobius Gallery in Cambridge, on December 8th. She was unable to attend, but heard from Angelika Festa that it was very well received. The group has been invited by the organizers to come again. Angelika also says that the group intends to have another reading and discussion in early 2013, although the plans have not been finalized yet.

Angelika also explained that they are working along on the project, but do not anticipate being able to complete the

publication this month. She has requested an extension until March 15, 2013 to complete the project. Becky, as the liaison, recommended that they be granted the extension. A discussion was had and a Motion made was to approve the extension until March 15, 2013. The Motion was seconded and APPROVED, unanimously.

- 2012-12 Garden Under the Oak, Chris Kolb, Eliza has had e-mail and telephone contact with Chris Kolb. He does not yet have plans for giving his talk and said he would be unable to get to it this month. Eliza recommended we give him an extension until the end of February in hopes that he will be able to schedule and complete his project.

A discussion was had and a Motion made to approve the extension. The Motion was seconded and APPROVED, unanimously

- 2012-16 Just a Minute Festival by Don Daniel, Kurt is the liaison on this project and he was not present to provide an update, but no Request for Payment has been received this month.

ITEM 3 Debrief on Deliberations

Council members unanimously felt that the process that we used this year had been a good one. This consisted of asking the council to first identify the "NO" grants and then the YES 'full', and then the YES 'Partial'. These lists were displayed on three separate sheets of paper on the wall or easel which helped with visibility. It was also felt that the location of our deliberation meeting, The Jefferson Cutter House, was more comfortable than in years past.

ITEM 4 FINAL VOTING on 2013 Grant Allocations

Martha brought hard copies of three Excel Documents, dated 12/10/12, for the Council members to review:

ACC Financials - Fiscal Year 2013,
FY 2012 Grant Recipients and
ACC FY'13, Grant Applications

After an explanation of the numbers by the Treasurer and the Chair, a Motion was made that the Council approve the funding of 15 grants (12 for full funding and 3 for partial funding) for a total sum of \$12,930. The Motion was seconded and APPROVED unanimously.

ITEM 5 Grant Cycle Correspondence

The Correspondence Secretary was not present, but Eliza indicated that Karin had sent the rejection letters out to unsuccessful grant applications on November 19th, the day following our grant deliberation meeting. No Requests for Reconsideration have been received.

It was suggested that, in future years, it might be useful to have an e-mail circulated to ACC members to alert them that the rejection letters have been mailed. This year, we decided that some of the applications that were not funded had particular promise. In an effort to encourage those applicants to improve those aspects of their proposal that were problematic, with an eye towards resubmitting their proposals in 2013, we assigned certain members to act as contact persons for the identified grant applicants. Now that we know those grant applicants have been made aware that they will not be awarded funds this year, those members can make efforts to contact them.

Liaisons for 2013 Grants will be assigned in January.

ITEM 6 Publicity Initiatives

- Eliza suggested that we might want to all visit the ACC website that Scott is in charge of and offer any suggestions that we might have for keeping it current.

- Becky mentioned that the Town website needs to be made current, too, as we have had a number of changes to our membership roster.

- Eliza reported that Stephanie had heard from Monica Jiminez, a reporter from the Arlington Advocate. Monica wants to do a feature article on the ACC. Eliza mentioned that we sometimes are featured in April when we have our grantee reception. And, prior to that, we have usually asked our grant recipients to forward to us a photo and description of their projects so that we can help publicize their events.

- Maggie mentioned that she has been interviewed by Monica, but that it wasn't utilized in the last edition of the paper. Members wondered whether that might become the Arlington Cultural Commission was also featured and there might well be some confusion with the two names being so similar.

- A short discussion was had about the ACC Facebook page. It hasn't grown too significantly of late. One member suggested that we might begin advertising others cultural events on our site, even if we have not provided the funding for them. Becky suggested that, if we do that, we might want to make clear the events advertised were not supported by our funds, since we do not want to imply credit for them, or be held blameworthy if the events turn out to be flawed in some way.

Eliza mentioned that there are currently three Administrators of the FB site - Eliza, Stephanie and Becky. She invited anyone else who wanted to post photos or information to send it to her and she'll ensure it is posted.

ITEM 7 Upcoming Events

- None.

ITEM 8 New Business

The Annual Report is due on January 15, 2013 and Eliza and Stephanie will be working on it.

- An Art Walk Initiative was proposed by Margy Rudzynski to Stephanie. Eliza read some pertinent details which included having an event that would run down some of the Mass Ave and involve having artist displays in the windows of businesses and giving local artisans a chance to have things on display and for sale. Martha said that an Art Walk was held by Lesley not too long ago and she would look into how successful it had been and would report back at our next meeting. Margaret reported that she has attended a very successful Art Walk in Jamaica Plain along Centre Street. Margo mentioned the benefits to artists of being able to have window displays such as that at the Cambridge Savings Bank on Mass Avenue in Harvard Square. Members were interested in hearing more details about what Margy is proposing and what she needs help with and it was suggested that Stephanie should be asked to invite her to an upcoming meeting.

- New Member Orientation and Roles and Responsibilities - A discussion was had about the need for a formal orientation process to get new members up to speed. Many members voiced a desire for this, as well as for a shadowing or overlap process to enable them to learn alongside someone who had held a particular post previously. Eliza handed out a hard copy of the Roles and Responsibilities for various positions at the ACC and said that January was typically a time when we accept and vote on new roles. Margo suggested that we should be sure to put a review of this on the Agenda for next May, as well, since Stephanie will be cycling off next August and we will want to allow time for a Co-Chair in training.

- Eliza mentioned that the MCC has launched something called Advocacy for Art in Education and wondered whether anyone wanted to take that on here. It was decided that members would look at the MCC website with an eye towards learning more about how this would work and then we could discuss it in more detail at our next meeting.

- It was widely agreed that we should select a date for the Grantee reception at our next meeting, so that we can get invitations out in a timely way, reserve a room (or restaurant - a possibility Eliza is going to explore).

The meeting was adjourned at 8:54 p.m.

Submitted by Rebecca Holmes-Farley, Recording Secretary

Reserved rooms for the following upcoming meetings:

- January 14th - Robbins Library, 4th Floor Conference Room, 7:30 p.m.
- February 11 - Robbins Library, 4th Floor Conference Room, 7:30 p.m.
- March 11 - Robbins Library, 4th Floor Conference Room, 7:30 p.m.